

**KANSAS REAL ESTATE COMMISSION**

Three Townsite Plaza
120 SE 6th Avenue, Suite 200
Topeka, Kansas 66603-3511
www.kansas.gov/krec (785) 296-3411

RENEWAL APPLICATION

Form No. REL-200

INSTRUCTIONS**ONLINE RENEWAL OPTION**

Instead of the renewal application form, you can renew online up to 45 days prior to the renewal date and until the license expiration date at www.kansas.gov/krec. Renewing online is faster and allows payment by credit card or electronic check.

CONTINUING EDUCATION HOURS

All continuing education required for renewal must be on record with KREC in order to process your request. There are no waivers, extensions, or exceptions. To verify continuing education, select the "Check CEU hrs" tab on the KREC website at www.kansas.gov/krec.

- **Salesperson:** To renew on active status, 12 hours must be completed, including a minimum of 3 hours from the "Required Salesperson and Broker Core" course (Code Prefix: M). No education hours are required for the first renewal of a salesperson license that was issued less than 6 months ago. Licensees in this category have a license number prefix of "SA".
- **Broker:** To renew on active status, 12 hours must be completed, including a minimum of 3 hours from the "Required Salesperson and Broker Core" course (Code Prefix: M) and a minimum of 3 hours from the "Required Broker Core" course (Code Prefix: MB).

Non-Resident CE

Hours taken in your resident state are accepted for Kansas elective hours, provided the hours were taken during the current Kansas renewal period. Hours will not be waived for Kansas even if they are waived in your resident state. Copies of non-resident CE certificates may be sent in advance of or included with your renewal application.

- **Salesperson:** May receive elective credit for a maximum of 9 non-resident hours.
- **Broker:** May receive elective credit for a maximum of 6 non-resident hours.

Inactive Status

You may renew on inactive status without any CE hours. If your license is active and you wish to renew on inactive status, in addition to the renewal application form, your license must be submitted with the Licensee Deactivation Form (REL-310) available at www.kansas.gov/krec signed by the supervising/branch broker.

- If the license has been inactive for two or more years, continuing education totaling 6 hours for each full year the license has been on inactive status must be completed prior to reactivation in addition to the regular 12 hours required for this renewal period.
- If the license has been inactive for five or more years, the licensure examination must be passed in addition to the continuing education requirements listed above, prior to reactivation.

FEES

Enclose a check or money order made payable to KREC in the amount of \$125.00 for a salesperson license or \$175.00 for a broker license. Alternatively, you may email or fax the renewal application on page 2 with your credit card information or follow up by phone with your card information. A duplicate license fee of \$10.00 is required for each additional company affiliation. (Not required for only one company affiliation).

RECEIPT OF RENEWAL

Applications for renewal are considered "received" according to the following:

In person – The date the renewal is hand-delivered to the Commission office during normal business hours.

By mail – The date the envelope containing the renewal is postmarked by the US Postal Service.

Email – krec@krec.ks.gov The time-stamp on the email when a renewal is received in a Commission staff's email inbox.

Fax – (785) 296-1771 The time-stamp on the fax when a renewal is received by the Commission.

Insurance or return receipt requests may help ensure timely submission. Don't wait until the last minute to send your renewal!

Warning: Licensees must cease performing activities that require a Kansas license if the current license expires.

LATE APPLICATION

If the renewal application is submitted after the renewal date (the last day of the month preceding the expiration date), a \$50 late fee is also required. An expired license may only be reinstated and renewed within 6 months of expiration, upon submission of the renewal application, the Late Renewal Addendum (page 3), and the appropriate fees.

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This is a fillable form. You may type the requested information below before printing and signing.

NAME (AS LICENSED)		LICENSE NUMBER	EMAIL
HOME ADDRESS			
CITY	STATE	ZIP	COUNTY
HOME PHONE	CELL PHONE		WORK PHONE
<input type="checkbox"/> Check this box if your contact information (above) has changed since your last renewal or last notice to the Commission.			

- ☐ Yes ☐ No 1. In the last six (6) years, *except for disciplinary action against your license by KREC*, has there been a denial, revocation, suspension, voluntary surrender, or any other disciplinary action taken by the State of Kansas or any other jurisdiction against any professional or occupational license held by you?
- If **yes**, indicate the name of the jurisdiction, discipline dates, and reasons on a separate page. Unless you have already supplied copies to KREC, attach a copy of the order and an explanation of the circumstances that led to the disciplinary action.
- ☐ Yes ☐ No 2. In the last six (6) years, have you been convicted of a criminal offense, received a diversion or suspended imposition of sentence for a criminal offense, or is there any criminal charge now pending against you (other than minor traffic violations)? This includes misdemeanors.
- If **yes**: Date: _____ Offense or Pending Charge: _____
Court location: _____ Case #: _____ (attach supplemental sheets if needed)
- ☐ This case was not previously reported. Attached are:
_____ a copy of the charges, ticket, citation, or complaint;
_____ any order of conviction, sentencing or diversion agreement;
_____ any release from probation, parole or diversion; and
_____ a letter explaining the circumstances that led to the charge or conviction.

Enclose the appropriate renewal fee. Salesperson: \$125 renewal fee Broker: \$175 renewal fee
A duplicate license fee of \$10.00 is required for each *additional* company affiliation. (Not required for only one company affiliation.)

LICENSEE CERTIFICATION

I declare under penalty of perjury under the laws of the State of Kansas that I have read and understand this application and that the information provided is true, correct and complete to the best of my knowledge.

SIGNATURE (NO ELECTRONIC OR STAMPED SIGNATURES PERMITTED)

DATE SIGNED

Initials: _____

COMMISSION USE ONLY

Date Entered: _____ Fee: \$ _____ Other: \$ _____ Deposit Date: _____ Notes: _____

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LATE RENEWAL ADDENDUM (FOR EXPIRED LICENSES)

Complete and attach this Addendum to the License Renewal Application for licenses that have been expired less than 6 months.

FEES

Enclose the \$50.00 late fee with your renewal fee

Salesperson: \$125 renewal fee + \$50 late fee = \$175 total due

Broker: \$175 renewal fee + \$50 late fee = \$225 total due

LICENSEE INFORMATION

NAME (AS LICENSED)

☐ Yes ☐ No **3. Have you performed any activities requiring a real estate license in Kansas since the expiration date of your license?**

If **yes**, attach an explanation of your activities, including all listings, pending and closed transactions. Include the date of the listing, the date of the contract, the names of the parties to the contract, and the status of the transaction.

PLEASE RENEW MY LICENSE ON: ☐ **INACTIVE STATUS**☐ **ACTIVE STATUS (COMPANY INFORMATION MUST BE PROVIDED BELOW)**If you plan to be affiliated with multiple companies or branch offices, attach the Signature Addendum (RE-610) available at www.kansas.gov/krec.**LICENSEE CERTIFICATION**

I declare under penalty of perjury under the laws of the State of Kansas that I have read and understand this application and that the information provided is true, correct and complete to the best of my knowledge.

SIGNATURE (NO ELECTRONIC OR STAMPED SIGNATURES PERMITTED)

DATE SIGNED

----- (FOR ACTIVE STATUS, THE SUPERVISING OR BRANCH BROKER MUST COMPLETE AND SIGN THE COMPANY INFORMATION BELOW) -----

COMPANY INFORMATION

COMPANY NAME		COMPANY NUMBER ASSIGNED BY KREC (OMIT AND WRITE "NEW" IF NEW COMPANY)	
ADDRESS		EMAIL	
CITY	STATE	ZIP	COUNTY

INDICATE WHAT ROLE THE LICENSEE WILL HAVE WITH THIS COMPANY:

☐ **SALESPERSON** ☐ **ASSOCIATE BROKER** ☐ **SUPERVISING BROKER** ☐ **BRANCH BROKER**

If the renewal applicant is opening a new company or re-opening a closed company, also submit the Open Company/Branch Office Form (REC-430).

SUPERVISING/BRANCH BROKER CERTIFICATION

I accept responsibility for the actions of the above signed licensee and give consent for the licensee to be affiliated with my company.

SIGNATURE (NO ELECTRONIC OR STAMPED SIGNATURES PERMITTED)

DATE SIGNED

Initials: _____

COMMISSION USE ONLY

Date Entered: _____ Fee: \$ _____ Deposit Date: _____ Notes: _____